



HOC NEWSLETTER
WINTER EDITION

HOC NEWSLETTER

HEALTH OCCUPATIONS CREDENTIALING

UPDATE

UPDATE NEWSLETTER

In an effort to utilize today's technology, HOC is now providing the Update newsletter to individuals via the internet. If you wish to receive notice of the Update when placed on our web site, please send an e-mail to Janell McMillan at: jmcmillan@kdhe.state.ks.us. The newsletter will be provided primarily in "bullet" style.

Paper copies will be provided upon request.

Your comments on this newsletter are welcome; please e-mail Janell McMillan at jmcmillan@kdhe.state.ks.us or you may e-mail Marla Rhoden, Director of Health Occupations Credentialing at mrhoden@kdhe.state.ks.us.

Update

News Update, a look at what's coming.

Update

- ✓ **Time for Annual Employment Verification**
Employment Verification notices will be mailed out December 31, 2003 and should be returned by
- ✓ **Nursing Facilities are responsible for Contacting KNAR on Nurse Aide Trainee II (NAT II)**
Prior to facility hiring a NAT II...

Time for ANNUAL EMPLOYMENT VERIFICATION of all CNAs, HHAs, and CMAs that have been employed at least 8 hours during the calendar year 2003. Facilities will soon be receiving the employment verification notice and form. If you do not receive it by the second week in January, please call (785) 296-0059 or download from HOC Website.

PHONE NUMBER FOR HEALTH OCCUPATIONS CREDENTIALING

When you have questions or want to contact someone in HOC but do not know the phone number, call:

(785) 296-1240

Special points of interest:

- *Introduction of new employees*
- *The Director's Note*
- *Online Employment Verification Page 2*
- *The Swing Bed System and CNAs*
- *Time for Annual Employment Verification for all CNAs, HHAs, and CMAs*
- *Contacting Kansas Nurse Aide Registry on nurse aide trainees*
- *New CMA curriculum and tests*



ONLINE EMPLOYMENT VERIFICATION

A new and easier way of submitting the annual employment verification information is now available. The annual employment verification forms may be filled out and submitted online. You may access the forms on the Health Occupations Credentialing website at www.kdhe.state.ks.us/hoc. Click on the link under the heading "Online Employment Verification Submission" to access the employment verification form. There are two options available for submission of the employment verification information. One option allows the user to fill out the form on their computer, print it, and mail it in. The second option allows the user to fill out the form on their computer. When finished, select the Submit button at the top of the page which will electronically submit the information. Submission of this form online eliminates the need to submit an additional paper copy. If you have any questions, call (785) 296-6647.

Current information on Swing beds and the CNAs that work with them.

Swing bed facilities are hospitals which are certified to provide Extended Care Services if the hospital meets certain conditions. Those conditions are as follows: the facility has fewer than 100 beds; is located in a rural (non-urbanized) region; provides 24-hour nursing care (no waivers); or meets guidelines on residents rights, specialized rehabilitation services, dental services, residents activities, discharge planning, admission, transfer and discharge rights, and resident behavior and facility practices.

Facilities that use the swing bed system are required to call the Nurse Aide Registry to verify all CNAs that will be working with the system and that they are current and in good standing on the registry. All CNAs working within a swing bed facility need to have a current KBI record check and references on file. A CNA who has abuse, neglect, or exploitation listed with the registry is not eligible to work in swing bed facilities.

Seasons
Greetings

FROM THE HOC STAFF



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HOC UPDATE

STAFFING CHANGES AT HOC

HOC has had some staffing changes and new faces have been added to the section. Steve Irwin has accepted the position of Health Program Analyst. Steve was previously the Criminal Record Check Administrator and has been with the agency since June 1998.

Melinda Reynard-Lindsey has accepted the position with HOC as the Criminal Record Check Program Administrator. Melinda previously worked in the law enforcement field and joined HOC in April of 2003. She started her duties with HOC on the Kansas Nurse Aide Registry.

Janell McMillan joined HOC accepting the position of Nurse Aide Registry Operator in September of 2003. Janell worked for the State of Illinois in the corrections field before relocating to Kansas.



The Director's Note:

HOC has seen several significant changes since our last issue of the *Update*.

- ✓ The CMA curriculum and tests have been updated and are ready for use, beginning January 1, 2004. See the article in this newsletter for more information on this and the related regulation changes.
- ✓ Test scheduling for the nurse aide and home health aide tests is now being handled by the test providers at most testing sites. Applicants who wish to challenge the test based on allied education or reciprocity, or those who wish to reschedule the test, should continue to contact HOC for assistance.
- ✓ The operator course has been revised and expanded from 21 hours to 32 hours. See the related article in this newsletter for more information.

Best wishes to you all for a happy holiday season, from all of us here at HOC!

Nursing Facilities are Responsible for Contacting KNAR on Nurse Aide Trainee II (NAT II)

When an individual applies for a position in a facility and the individual has a Part I NATCEP Task Checklist provided by the instructor of a nurse aide training course, the facility is required to contact KNAR to verify the eligibility of that person to work as a NAT II. The federal law holds that a nursing facility "must not employ individuals who have a finding entered into the state nurse aide registry concerning abuse, neglect, mistreatment of residents or misappropriation of their property." 42 CFR 483.13© and 483.156.

Candidates who have been approved to challenge the nurse aide certification test based on nursing coursework ("allies") or certification in another state ("interstates") may work as NAT IIs. These candidates will have an approval to test letter from HOC which indicates the beginning date for the 4-month trainee II period. Please note that as with NAT IIs completing the nurse aide course, allies and interstates have only one 4-month NAT II period. There is nothing that prevents an individual from taking a nurse aide course more than once, or if an interstate applicant fails the nurse aide test they would be required to take the course; however, these individuals will not be eligible to work as a NAT II again.



CMA PROGRAM REVISIONS

HOC has been in the process of revising the medication aide program and we are now ready for kick off! The last step involved adopting changes to the regulations to reflect the updated curriculum, new tests and new manual for sponsors and instructors.

The public hearing on the proposed regulations was held November 13, 2003. Thank you to the individuals who attended and to those who presented and/or submitted comments. The new regulations are scheduled to be published in the Kansas Register on December 11, 2003. On December 29, 2003, the regulations will take effect.

Substantive changes to the program include the following:

- ✓ The initial course for certification of medication aides has increased from 60 hours to 75 hours, with a minimum of 25 hours of clinical instruction.
- ✓ A new curriculum has been developed and is available from the Washburn Curriculum Center, (785) 231-1010, extension 1534. The new test booklets will be provided to the sponsors by HOC. The sponsors will be responsible for the security of the test booklets. Sponsors may contact HOC for initial and replacement test booklets. The new curriculum and tests are to be used for any course that begins on or after December 29, 2003.
- ✓ A new "Sponsor and Instructor Manual" is available. The manual includes information for both the sponsor and instructor along with copies of the new forms. Please contact Martha Ryan at HOC for copies of the manual at mryan@kdhe.state.ks.us or (785) 296-0058.
- ✓ Medication aides whose certificates have been expired more than three years must take the 75-hour course to reinstate.
- ✓ Each person who has completed the 75-hour course shall have a maximum of two attempts to pass the test within 12 months after the first day of the course. If the person does not pass the test within this 12-month period, the course shall be retaken. Each time the person successfully completes the course, the person shall have two attempts to pass the test within 12 months after the first day of the course. The number of times a person may retake the course shall be unlimited.
- ✓ More flexibility is allowed in the curriculum for the 10-hour continuing education course.
- ✓ The application fee paid by the CMA to HOC increased to \$20.00 (for both the initial course and the renewal course). The \$20.00 application fee is in effect for all courses that begin on or after the date that the regulations become effective.

A handout has been developed describing the recertification requirements for certified medication aides. A copy is included with this issue of UPDATE.

Thank you to the many conscientious, hardworking individuals who participated in the development of the revised CMA program. The individuals serving on the various committees included: Deb Bader, RN, Caprice Becker, RN, Joyce Bedsworth, MN, MHS, NHA, RNCS, CNAA, Bea Carney, MN, MAEd, Mary Gedrose, RN, Robbie Pennington, CMA, Ben Rigdon, CMA, Ann Schmidt, RN, BA, Terri Stewart, RN/C, Charlotte Campbell, RN, Carly Haynes, RPH, Linda Runge RN, Shawn Hase, CMA, Diana Finan, CMA, Kathy Bode, RN, BS, MS, Kathy Carter, RN, Denise German, RN, LNHA, Kathleen Lee, CMA, Carolyn Middendorf, RN, ARNP, MN, Linda Pfeffer, RN, BSN, MS, and Kristine Pfeifer, RN. Many thanks also to

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the associations and schools that nominated these people. The associations included: Kansas Association of Homes and Services for the Aging, Kansas Health Care Association, Kansas Advocates for Better Care, Kansas Adult Care Executives, Assisted Living Federation of America-Kansas Chapter, and Kansas State Nurses Association. The schools included Manhattan Area Technical College, Johnson County Community College, Barton County Community College, KAW Area Technical School, Flint Hills Technical College, and Wichita Area Technical College.

In addition, thank you to the staff of state agencies who reviewed and edited the materials: Carly Haynes, RPH, Board of Pharmacy; Janette Pucci, RN, MSN, Kansas State Board of Nursing; Patricia Maben, RN, MN, ACHA, Department on Aging; Kay Jenista, RN, MSN, Kansas Department of Health and Environment (KDHE); Lesa Roberts, RN, BSN, KDHE; and Marla Rhoden, director of Health Occupations Credentialing (HOC).

Questions and comments should be directed to Martha Ryan at mryan@kdha.state.ks.us or (785) 296-0058.



HOME HEALTH AIDE PROGRAM REVISION

A committee was established during the spring of 2003 to review the home health aide program and provide suggestions for updating and improving the program. The committee met June 17, 2003. Since that time substantial progress has been made.

The blueprint for the curriculum and tests was drafted by the committee members and reviewed by Patricia Maben, Kansas Department on Aging, and Janette Pucci, Kansas State Board of Nursing. The committee has completed the draft of the curriculum and will begin writing test questions as soon as the curriculum has been reviewed and approved by representatives of the Bureau of Child Care and Health Facilities and the Kansas State Board of Nursing. A special thank you, too, to Kay Jenista, RN, MSN, Kansas Department of Health and Environment, for helping in many ways as the curriculum was drafted.

HOC is in the process of drafting proposed regulation changes. One of the changes that will be proposed is elimination of the 90-hour course. Since 1993, only nine 90-hour courses have been approved. If you have suggestions of other changes for consideration, please contact Martha Ryan at mryan@kdhe.state.ks.us or (785) 296-0058.



OPERATOR COURSE CHANGES

Health Occupations Credentialing has implemented changes to the Operator Course Guidelines, effective January 1, 2004. The changes resulted from: results of surveys (of operators and sponsors), an analysis of deficiency data, the summary of the 1998 Assisted Living Task Force and input from Department on Aging staff members.

The minimum number of hours for the course has increased from 21 to 32.

The changes include additional and expanded topics. The topics added are infection control and resident records. The topics expanded include abuse, neglect, and exploitation; Negotiated Service Agreement; review of the Nurse Practice Act; and medication management.

Many of the individuals surveyed requested that the course include material on human resources management. Although the department has not included that in the required topics, the department encourages the sponsors of the course to consider adding it to the course. It is also suggested that sponsors ask presenters to share their resources with the candidates.

If you have questions about the guidelines, please contact Dolores Staab at (785) 296-6796 or dstaab@kdhe.state.ks.us.



CNA AND HHA REGULATION REVISIONS

The primary revision in the CNA and HHA regulations is the increase in the application fee from \$10.00 to \$20.00. The public hearing on the proposed regulations was held November 13, 2003. No comments on the CNA and HHA proposed regulations were presented or submitted. The new regulations including the fee increase will be effective December 29, 2003. Students who begin a course that starts on or after that date must pay the \$20.00 application fee. Instructors and sponsors may obtain the new application and rescheduling forms from HOC's website or may contact HOC staff for copies.

HEALTH OCCUPATIONS CREDENTIALING

Curtis State Office Building
1000 SW Jackson, Suite 330
Topeka KS 66612-1365

Phone: 785-296-1240

Fax: 785-296-3075

Email: jmcmillan@kdhe.state.ks.us

UPDATE

POINTS TO PONDER

Too many people put off something that brings them joy just because they haven't thought about it, don't have it on their schedule, didn't know it was coming or are too rigid to depart from their routine.

*When you worry and hurry through your day, it is like an unopened gift...thrown away... Life is not a race. Take it slower. Hear the music before the song is over.
(Thank you Marlene!!)*

If you have a point to ponder you would like to submit, please send it to Janell.

Kansas Department of Health and Environment Bureau of Child Care and Health Facilities

Health Occupations Credentialing
1000 SW Jackson, Suite 330
Topeka, Kansas 66612-1365
(785) 296-1240
Fax (785) 296-3075

Obtain HOC
Revised Forms on
our Website
www.kdhe.state.ks.us/hoc

Health Occupations Credentialing

Assistance	Call
Director	Marla Rhoden 785-296-1281
Not sure who to call... (Forms may be downloaded from Internet)	785-296-1240 www.kdhe.state.ks.us/hoc
Initial license (speech-language pathologist, audiologist, dietitian), license renewal, reinstatement or verification (adult care home administrator, dietitian, speech-language pathologist, audiologist)	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees, test for adult care home administrator, initial license for adult care home administrator	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and Task Checklist,	Betty Domer 785-296-1250
Medication aides and related forms	Sheila Seymour 785-296-0060
Interstate or reciprocity for aides, instructor approval	Janell McMillan 785-296-0059
Education policies	Martha Ryan 785-296-0058
Criminal record check program	Melinda Reynard-Lindsay 785-296-8628
Criminal record check program support, notice of prohibitions, inquiries related to findings of abuse, neglect, exploitation	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Marlene Petty 785-296-1284
Ordering prepaid criminal record check forms	Dana Derrick 785-296-0446

KANSAS NURSE AIDE REGISTRY

(785) 296-6877

Monday through Friday

8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.